

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SUPERVISOR, PROGRAM OF ALL INCLUSIVE CARE FOR THE ELDERLY

Role Title: Program Administration Specialist II

Position #00085

Pay Band 5, Level III, Hiring Range: \$43,892 - \$75,000

Closing Date: February 26, 2018

Exciting opportunity within the Division of Aging and Disability Services for a Supervisor providing leadership to the **Program of All Inclusive Care for the Elderly (PACE)**. The PACE team is responsible for overseeing program compliance with federal regulations, and the health and safety of the PACE participants. The supervisor will direct day-to-day operations, be responsible for problem solving, operationalizing, and streamline approaches to resolving complex operational issues. The incumbent serves as a contributing member of inter-disciplinary work groups and collaborative inter-agency efforts. In addition, the supervisor provides guidance to clinical and administrative staff, providers, stakeholders, local departments of social services, and officials. The successful candidate must have comprehensive knowledge of the health and social service needs of adults with a focus on aging issues and all others with special health care needs. Must have experience in care management, quality management, and program evaluation in a long-term care or health agency setting. Candidates must have demonstrated ability to lead professional staff and be well versed in team principles and practices. Must be proficient using automated systems and databases as well as office-related application software. Requires proven ability to communicate effectively orally and in writing, and have excellent group presentation skills using a variety of media. Must have extensive knowledge of Medicaid or other health programs, including federal/state regulations and policies. Knowledge or experience in PACE is a plus. Graduate of accredited college or university with major course work in business, public, or healthcare administration, social work or other related social services field preferred; education, training, and experience interchangeable. **THIS POSITION MAY REQUIRE SOME TRAVEL. Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position is designated to file a Statement of Economic Interests Form on or before the date the office or position is assumed and annually thereafter.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: <http://www.dmas.virginia.gov/Content/pgs/ab-emp.aspx>

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA